

## Work Instructions

DIRECTIVE NO. 205.W-WI-8870.Y.4  
EFFECTIVE DATE: May 01, 2001  
EXPIRATION DATE: N/A

APPROVED BY: \_\_\_\_\_  
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TITLE: Environmental Group Lead

**Responsible Office:** 205.2/Environmental Office

**Title:** Disposal of Hazardous Waste and Used Oil

### P1. PURPOSE

This Work Instruction (WI) defines practices of the Environmental Office for the proper handling, storage, and disposal of used oil.

### P2. SCOPE

This WI focuses on the proper handling, storage, and disposal of both hazardous waste and used oil from Wallops Flight Facility.

### P3. DEFINITIONS

- 3.1 Used oil is defined as “any oil that has been refined from crude oil, or any synthetic oil that has been used and as a result of such use is contaminated by physical or chemical impurities.” Used oil may come from oil/water separators, engines, filters, etc.
- 3.2 EPA: Environmental Protection Agency
- 3.3 PPE: Personal Protective Equipment
- 3.4 RCRA: Resource Conservation Recovery Act
- 3.5 HWDI: Hazardous Waste Disposal Inventory

### P4. RECORDS, REPORTS, AND FORMS

NASA WI-1550 (1/93) Hazardous Waste Disposal Inventory (HWDI). This form must be completed by the generator and received by the Environmental Office before waste is collected for disposal.

### P5. SAFETY PRECAUTIONS AND WARNING NOTES

- 5.1 Verify the waste description provided on HWDI with the generator. The EPA has established guidelines for recycling used oils. The total halogen content may be checked using CLOR-D-TECT 1000 Test Kits and must be below 1000 parts per million (ppm).
- 5.2 Under the guidelines, if used oil is mixed with a listed hazardous waste or exhibits a hazardous waste characteristic because it was mixed with a hazardous waste, then the used oil is classified as a fully regulated hazardous waste. Used oil containing more than 1,000 parts per million (ppm) of total halogens is presumed to be hazardous waste

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because it has been mixed with listed halogen solvents. This presumption can be refuted by proving that the used oil does not contain significant concentrations of listed hazardous contaminants.

Waste oil that does not meet EPA's criteria for used oil is treated as hazardous waste (see Occu-Health, Inc., WI Number: IV.H.406).

- 5.3 Record the date the HWDI was received by the Environmental Office on the bottom left corner of the form.
- 5.4 Verify and fill out appropriate label(s) for material to be collected. Drums containing used oil must be labeled with the words "Used Oil".
- 5.5 Check availability of equipment, supplies, tools, and PPE. Selection of proper equipment, supplies, tools, and PPE is based on the hazard of materials to be collected, which is determined in Section 5.1.

## **P6. REFERENCES**

Virginia Hazardous Waste Management Regulations Virginia Administrative Code 9VAC 20-60

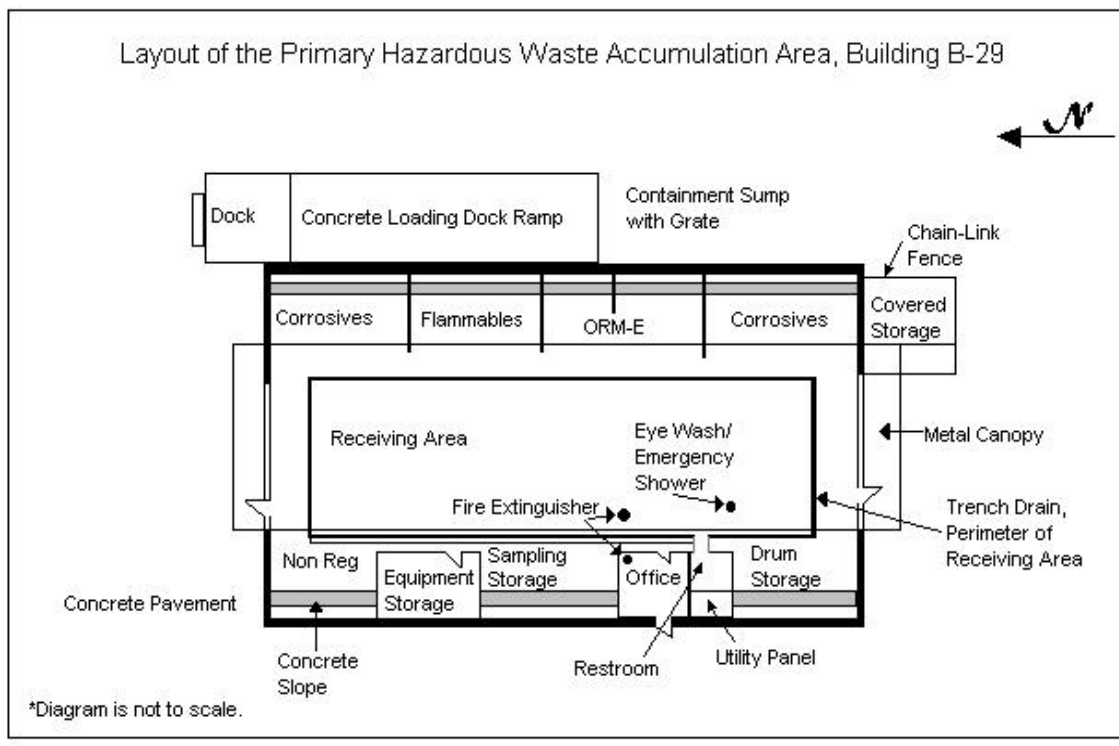
## **P7. TOOLS, EQUIPMENT, AND MATERIALS**

Not Applicable.

## **P8. INSTRUCTIONS**

- 8.1 Generators must call the Environmental Office at (757) 824-1718 to schedule pickup of used oil or any other hazardous waste.
- 8.2 The HWDI must be received from the generator prior to scheduled collection.
- 8.3 Wearing the appropriate PPE, visually check waste container(s) for leaks, structural integrity, and bulging (due to pressure build-up). If necessary, transfer the waste into another container using an "overpack" salvage drum.
- 8.4 Verify that the waste container is properly labeled. Used oil drums must be labeled with the words "Used Oil". Hazardous waste drums must be labeled with the words "Hazardous Waste" and with their constituents. Hazardous waste labels must be dated when they enter the Less-Than 90-Day Accumulation Areas.
- 8.5 Ensure that the cap is wrench tight. Transport closed waste containers to the accumulation area.

- 8.6 Store waste in designated areas. Used oil will be stored in Building N-223 on the Main Base and in Building U-81 on the Mainland. Hazardous Waste will be stored in either Building U-81 or Building B-29 on the Main Base (see Layout of Primary Hazardous Waste Accumulation Area, Building B-29, below). Observe proper waste storage practices including closed containers, adequate aisle space, etc.
- 8.7 Complete the “Environmental Office Only” section of HWDI form recording the date that the container was relocated to the accumulation area. Send the generator a copy.



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### CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
<u>Baseline</u>		